

CONFIDENTIAL

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AGENDA

FOR THE

CIA CAREER SERVICE BOARD

29th Meeting, Thursday, 29 April, at 4:00 P. M.
DCI Conference Room, Administration Building

1. Minutes of the 28th meeting; (attached) for approval.
2. Staff Study, "Career Development of Junior Personnel", dated 16 April 1954; (distributed previously) for continued discussion and approval.
3. Selection of candidate to attend the Advanced Management Program, Graduate School of Business Administration, Harvard University.
4. Selection of candidates to attend the Army, Navy and Air Service Schools.
5. New business.

DOCUMENT NO. _____
NO CHANGE IN CLASS ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S 0 2011
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE 1 JUN 1981 REVIEWER: 029725

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MINUTES

OF THE

CIA CAREER SERVICE BOARD

28th Meeting, Thursday, 22 April, at 4:00 P. M.
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman
Matthew Baird, Director of Training, Member

25X1A

[REDACTED] Member

Lawrence R. Houston, General Counsel, Alternate for the
ADD/A, Member

25X1A

25X1A

[REDACTED] DAD/O, Member

[REDACTED] AD/Communications, Member

Harrison G. Reynolds, AD for Personnel, Member

25X1A

[REDACTED] Chief, Administrative Staff, DD/P,
Alternate for DD/P, Member

25X1A

[REDACTED] SA/DD/I, Alternate for DD/I, Member
George E. Meloon, DAD for Personnel, Guest

[REDACTED] Executive Secretary

[REDACTED]ariat

[REDACTED] Reporter

1. The Board approved the minutes of the 27th meeting, held 15 April 1954, without change.

2. The Board continued the consideration of promotion policy which had been initiated at the previous meeting, and considered the redraft of the proposed regulation that had been prepared by a committee of the Board on 20 April 1954. The Board discussed this draft in detail and the suggested amendments proposed by [REDACTED] and approved in final form a regulation on promotion that took into consideration the various proposals submitted, (attached hereto). It was agreed that the DD/A would be requested to effect immediate publication without further Agency coordination. It was further agreed that this policy would be effective on a trial basis during which time the Office of Personnel would, upon receiving a recommendation for promotion, review the cases of other Agency employees of that or the next higher grade to see whether any of them were equally or more fully qualified for the promotion. Mr. Reynolds stated that he would try this program but if he felt it was not working, he would recommend the necessary modifications.

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3. The Board then turned to the Staff Study, "Career Development of Junior Personnel", dated 16 April 1954, from the Task Force on Career Development of Junior Personnel. Due to the inadequate time available the discussion was confined chiefly to the proposed method for slotting such personnel; the discussion is to be continued at the next meeting.

4. The meeting adjourned at 5:07 P.M.



Executive Secretary

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	C/Plans	MAF	May 78
2	Rae		
3			
4			
5			
FROM		INITIALS	DATE
1	DC/PRDS		
2			
3			

☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☒ HISTORY
#2 HISTORY
FILE
(53)

Remarks:

It is our understanding the promotion policy is now approved as attached. As soon as it's published, it will be necessary to revise the current OPM which includes two - in - grade limits. Please follow

<div style="display: flex; justify-content: space-between; font-size: small;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <div style="text-align: center; margin-top: 5px;"> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> </div>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	DC/PRDS	<i>JX</i>	<i>6 May</i>
2	C/PRDS	<i>PLS</i>	<i>6 May</i>
3			
4			
5			
FROM		INITIALS	DATE
1	A-C/Plans Branch	<i>BAR</i>	<i>4 May 54</i>
2			
3			
<div style="display: grid; grid-template-columns: 1fr 1fr 1fr; gap: 5px;"> <div><input type="checkbox"/> APPROVAL</div> <div><input type="checkbox"/> INFORMATION</div> <div><input type="checkbox"/> SIGNATURE</div> <div><input type="checkbox"/> ACTION</div> <div><input type="checkbox"/> DIRECT REPLY</div> <div><input type="checkbox"/> RETURN</div> <div><input type="checkbox"/> COMMENT</div> <div><input type="checkbox"/> PREPARATION OF REPLY</div> <div><input type="checkbox"/> DISPATCH</div> <div><input type="checkbox"/> CONCURRENCE</div> <div><input type="checkbox"/> RECOMMENDATION</div> <div><input type="checkbox"/> FILE</div> </div> <p style="margin-top: 10px;">Remarks: <i>Revisions of OPM 4-54 prepared per FCC's note.</i></p>			